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Body Worn Camera	ACA Standards: None		
Steven Harpe, Director Oklahoma Department of Corrections		Signature on File	

Body Worn Camera

I. Purpose

In order to fulfill its mission to build a stronger Oklahoma by transforming lives in a safe, rehabilitative, and compassionate environment, the Oklahoma Department of Corrections establishes the following procedure for the use and control of body-worn cameras (BWC) and recordings produced. The goal is to promote safety and transparency by qualifying events as described below in this procedure. All agency employees issued a BWC as part of their job duties will adhere to the guidelines and instructions set forth in this procedure.

II. Policy Statement

It is the policy of the agency to use BWCs to ensure transparency and foster trust and safety within its communities. Each user will be responsible for deploying their BWC in accordance with this procedure and policy.

III. Definitions

A. Body-worn Camera

An agency-issued multimedia camera system designed to be worn on an employee's outermost garment in accordance with the manufacturer's recommendation and used to capture audio and video data.

B. Body-worn Camera Administrator

The employee who is responsible for the oversight and management of the BWC program.

C. Automatic Activation

A BWC setting where the camera begins recording without the wearer having to activate the camera (e.g., removing OC from holster, etc.).

D. Bluetooth Signal Activation

A short-range wireless technology that is used for exchanging data between fixed and mobile devices. This technology may be used to automatically activate BWCs within a specified range during a qualifying event.

E. Manual Activation

The wearer activates the BWC to begin recording.

F. Buffering

A setting that occurs when the BWC is powered on but not permanently storing recorded audio and video. In this mode, the BWC buffers audio and video for sixty (60) seconds before the wearer activates it, either manually or automatically.

G. Digital Evidence System

A secure video file management system (e.g., Evidence.com) used for downloading, storing, sharing, and retrieving video files recorded with surveillance and BWC systems.

H. Power Off

Completely powering down the BWC and disabling video recall, buffering, and all recording of sound and video.

I. Qualifying Event

An event that requires a manual or automatic activation of the BWC.

J. Sleep Mode

A mode on the BWC that turns off video recall, buffering, and automatic activations. This setting allows recording to begin quickly if the user initiates a manual activation.

K. Video Recall

A feature that enables the BWC to capture 18 hours of audio-free, lower resolution video recording when it is powered on. Video recall ensures that BWC wearers are able to make personal safety their primary concern and qualifying events are still visually captured.

L. Radio Frequency Identification (RFID) Card

A smart card that integrates radio frequency identification technology.

IV. Procedure

A. Training

1. Designated employees will be issued a BWC only after successful completion of the required training. At a minimum, the training will include the following topics:
 - a. This procedure and policy;
 - b. Proper BWC placement on the employee;
 - c. BWC usage (e.g., qualifying events);
 - d. Buffering mode;

- e. BWC operation (e.g., manual, automatic activation, and deactivation);
- f. Maintenance and manufacturer's recommendations for care; and,
- g. Agency support of BWCs.

BWCs will not be used to record training events unless doing so is specifically part of the lesson plan. Any audio/video footage from BWCs used for training purposes will be stored separately from recordings used for other agency purposes.

B. BWC Use

1. Employees who have been issued a BWC are responsible for ensuring the device is handled with reasonable care for optimal performance. BWC equipment malfunctions will be verbally reported immediately to the employee's supervisor so a replacement unit may be issued. The employee will also complete and submit an "Incident/Staff Report" ([OP-050109](#), [Attachment A](#)) in ICON to their supervisor by the end of their shift. The supervisor will be responsible for submitting the proper ticket to the BWC Administrator.
2. Only agency issued BWC equipment and accessories will be used to create recordings during official agency work. BWC recordings, photographs made, or the release of these materials captured or recorded by employees during the performance of their job duties are the agency's. Department employees are prohibited from editing, altering, deleting, copying, sharing, or otherwise distributing any BWC recordings unless authorized to do so. Any reproduction, sharing, recordings or use of recordings outside the parameters of this procedure and others that may be applicable is strictly prohibited without authorization of the BWC Administrator or designee.
3. The BWC will be positioned to capture the event from the perspective of the employee. It will be worn on the front of their uniform/clothing, attached to the outermost layer of clothing in accordance with manufacturer's recommendation, and positioned forward-facing to facilitate an unobstructed field of view. Only manufacturer approved BWC mounts will be used.

C. Qualifying Events

1. A qualifying event requires a manual or automatic activation of the BWC. Manual activation will occur as soon as safe and reasonably practicable to do so.

2. Qualifying events for departmental staff will include, but are not limited to, the following:
 - a. Critical incidents (e.g., assaults, suicide attempts, fire, death, escapes, correctional or law enforcement officer-involved shootings) as defined in [OP-050108](#) entitled “Use of Force and Reportable Incidents”;
 - b. Responding to an emergency call for assistance;
 - c. Uses of force as defined in [OP-050108](#) entitled “Use of Force and Reportable Incidents”;
 - d. Interacting with aggressive or agitated individuals;
 - e. Escorts as directed by the supervising officer within the facility, including any escort from a use of force event;
 - f. Vehicle transports when incarcerated individuals become aggressive or disruptive, experience medical emergencies, or require unscheduled vehicle stops in accordance with [OP-040111](#) entitled “Transportation of Inmates”;
 - g. Anytime the wearer, at their discretion, feels threatened, harassed, or unsafe.

4. After a qualifying event, the wearer will assign the video to the appropriate category on the BWC. It is the wearer’s responsibility to notify their supervisor within a reasonable period, after it is safe to do so, that there was a qualifying event. At their discretion, the supervisor may direct the employee to dock the BWC so the recording can be uploaded right away, or the employee may be instructed to wait until the end of the shift/workday to upload the video. If the employee reports they failed to activate their camera, or are unsure if/when they did, the supervisor will then take the camera offline to access video recall.

D. Authorized Use

The BWC will be activated during all qualifying events and will not be deactivated until the completion of the qualifying event. A qualifying event is considered completed once all required actions have been taken and the incident has ended, or the supervisor has determined the incident to be over. Qualifying event activations are required regardless of whether or not a fixed camera system is present in the area.

E. Unauthorized Use

1. BWCs will not be activated outside of a qualifying event. This includes, but is not limited to, the following situations:
 - a. Any place where individuals are typically afforded some measure of privacy;
 - b. During unclothed searches;
 - c. To record administrative conversations or concerns;
 - d. To record conversations involving privileged communications;
 - e. During any official inquiry or action regarding agency employment (e.g., administrative investigations, issuance of discipline, etc.) or when providing representation or serving as a witness on behalf of an employee during an official inquiry regarding agency employment;
 - f. Conversations with fellow staff during non-job-related activities, either overtly or covertly.
2. If a qualifying event emerges during one of the situations outlined in Section VI. E. 1 of this procedure, the employee may activate the BWC. Any activations of these types will be verbally reported to a supervisor immediately and documented on an "Incident/Staff Report" ([OP-050109](#), [Attachment A](#)) in ICON. If the supervisor is the reason for the activation, the report can be forwarded to the next level of supervision available at the facility. In the absence of a higher level of supervision, the employee will provide the "Incident/Staff Report" ([OP-050109](#), [Attachment A](#)) in ICON directly to the supervising officer using the facility's local procedure.

Example: A staff member is conducting a strip search of an incarcerated individual, and during the search, they notice the individual is getting more nervous and is starting to refuse orders. As the incarcerated individual begins to act more aggressively, the employee starts to feel threatened. Since this has become a qualifying event, the BWC may be activated.

Example: A staff member is engaged in a conversation with another employee outside of a qualifying event, and the employee becomes agitated or aggressive toward the staff member, causing them to feel threatened or harassed, the BWC may be activated.

3. Any employee entering a non-agency facility or community setting will comply with the local procedure on wearing the camera and recording. If a local procedure does not exist, the employee will default to this procedure.

F. Powering On, Buffering Time, and Automatic Activations

1. To begin recording, power on the BWC.

Facility employees will ensure the BWC is powered on upon receipt of the BWC and before assuming their post or beginning their job duties;

2. All activations, regardless of type, will result in capturing the buffering time. The buffering time for the BWC will be sixty (60) seconds with video and sound;
3. Automatic activations may occur in the following instances when Bluetooth signaling device is installed;
 - a. OC is removed from its holster;
 - b. Bluetooth signals; and,
 - c. Pepper ball systems.

G. Sleep-mode Authorization

1. The BWC will be placed in sleep mode under the following situations while an employee is performing their job duties and taken out of sleep mode immediately after the situation has concluded.
 - a. During a performance review;
 - b. During an agency meeting or training;
 - c. While interviewing a current or potential confidential informant;
 - d. When interviewing the victim of a sexual assault allegation;
 - e. During an interview or conversation with a victim;
 - f. While present in court;
 - g. During a routine strip search in accordance with [OP-040110](#) entitled "Search and Seizure Standards." Searches immediately following a use of force situation are still part of the situation and cameras will remain on until the end of the use of force situation in accordance with [OP-050108](#) entitled "Use of Force and Reportable Incidents."

H. Power-off Authorization

Except at the end of a shift/workday or the end of field work, an employee will not power off a BWC unless authorized by a supervisor, with one exception. Prior to an employee entering a restroom, the BWC will be removed and placed in an approved secured location. The BWC will be put on immediately after leaving the restroom.

I. Disclosure or Demands to Cease Recording

1. The BWC system is configured to flash green when powered on but not actively recording, and to flash red when the BWC is actively recording. There are three flashing lights on the front of the device in a circular pattern that indicate which mode the device is in.
2. During qualifying events, an employee will inform those who ask that audio/video recording equipment is in use. It is not necessary to proactively inform a person that they are being recorded unless the employee believes this will help deescalate the situation, calm the person down, and/or avoid a confrontation.
3. Employees are not required to cease recording an event, situation, or circumstance solely at the demand of any person other than a supervisor.

J. Uploading Recording

1. At the completion of a shift/workday, the BWC will be placed in a docking station to upload.
2. The BWC may be placed into a docking station whenever needed throughout the course of the work period, such as when the BWC needs to charge or when a recently recorded event needs to be uploaded.

K. Video Recall

1. The BWC, in the powered-on position, can retrieve eighteen (18) hours of low-resolution video with no audio. If retrieval becomes necessary, an individual with appropriate permissions will connect the BWC to a device that has the appropriate software installed and download the video.
2. Video recall will be accessed whenever a qualifying event occurs, and the employee was unable or forgot to activate their camera. It will be the user's responsibility to immediately notify their supervisor if their BWC was not activated during a qualifying event.
3. After learning of a qualifying event that was not recorded, the supervisor will take physical custody of the BWC and assume responsibility for uploading and retaining the recordings from the

BWC. If the supervisor does not have the appropriate permissions or access to a computer with the software required, the BWC will be powered off and removed from service. An "Incident/Staff Report" ([OP-050109](#), [Attachment A](#)) will be completed in ICON stating the reason the camera needs to be accessed and the approximate time, or time frame, when the qualifying event was reported to have occurred. The camera will be stored in an area that is only accessible to a supervisor, as designated by the supervising officer.

4. Video recall will not be relied on as a default. Video recall ensures that BWC wearers are able to make personal safety their primary concern and qualifying events are still video recorded.

L. Accountability, Storage, and Issuance

1. All BWCs will be inventoried in accordance with [OP-040106](#) entitled "Purchase, Use, and Control of Firearms and Security Equipment."
2. When not in use, the BWC will be maintained in a secure location identified by the BWC Administrator.
3. Facilities will inventory BWCs on every shift in accordance with [OP-040106](#) entitled "Purchase, Use, and Control of Firearms and Security Equipment", local procedures, and post orders.
4. BWCs will be issued utilizing the employees assigned RFID card.
5. If a BWC is lost or stolen, the person assigned the BWC will immediately notify their supervisor and complete an "Incident/Staff Report" ([OP-050109](#), [Attachment A](#)) in ICON. The supervisor will notify the facility's BWC Administrator and submit an "Incident/Staff Report" ([OP-050109](#), [Attachment A](#)) in ICON with any supporting documents to trace the BWC to its last known location. An "Incident/Staff Report" ([OP-050109](#), [Attachment A](#)) will then be completed in ICON by the supervising officer or designee.
6. When not in use, the BWC will be powered on and placed in the docking station. The docking station will be located in a secure, climate-controlled area.

M. Maintenance

1. The facility Chief of Security will maintain the BWC systems and perform routine maintenance in accordance with the manufacturer's instructions.

N. Staff Responsibilities for the BWC

1. Supervisors are responsible for ensuring employees are wearing and using the BWC in accordance with this procedure. Enforcement of BWC rules will be conducted in a supportive manner. Correcting minor violations of this procedure by coaching or counseling is appropriate.
2. Supervisors will properly title, identify, and categorize the recordings of all qualifying events and any other recordings they deem appropriate for legitimate correctional, supervisory, or criminal justice reasons.
3. If an employee wearing a BWC is involved in a deadly force incident, other serious incident, or was present for any part of one of these events, the supervisor will take physical custody of the BWC, power the BWC off, and preserve the evidence in a secured location for the authorized OIG Investigator.
4. Supervisors may review BWC recordings not associated with a qualifying event only when there is a documented, legitimate, correctional supervisory or criminal justice reason. This includes when the supervisor is investigating a documented complaint against an employee or when any other incident is reported that may require an administrative review or where recordings may have evidentiary value. The reason for the review will be documented in the notes section of the BWC recording that is being reviewed. If the supervisor determines the BWC footage requires further review, they will title, identify, and categorize the file and make a note as to why they are doing so. The supervisor will complete an "Incident/Staff Report" ([OP-050109](#), [Attachment A](#)) in ICON and submit it to the supervising officer for further action, attaching a copy of the documented concern that initiated the review (e.g., documented complaint against an employee).

O. Rules for Viewing BWC Recordings by Employees

1. BWC audio and/or video recordings may be viewed by the wearer in the following situations:
 - a. Use of force incidents as described in [OP-050108](#) entitled "Use of Force and Reportable Incidents";
 - b. Before meeting with attorneys from the Office of the Attorney General;
 - c. Before giving sworn testimony in deposition, administrative hearing, or court proceeding;

- d. For potential training purposes or professional development; and,
 - e. When law enforcement agencies request the recording.
 2. Display of recordings will be limited to authorized staff or external partners with a specific need. Employees will allow unauthorized individuals the opportunity to review a video segment when necessary to complete required reports.
- P. Redaction, Storage, Release, and Destruction of BWC Recordings
 1. Redactions
 - a. Employees are responsible for ensuring that any BWC recording is not altered unless it is being redacted by authorized employees per this procedure.
 - b. Redactions may be made at a facility to blur the breasts, buttocks, and genitalia of any person to allow for the recording to be viewed by individuals of the opposite sex.
 - c. All other redactions, including those related to victims, will be approved by the Legal Division and completed by the BWC Administrator.
 2. Storage and Retention of BWC Recordings
 - a. All BWC recordings collected by employees in the course of their duties will be uploaded to the appropriate records or evidence management system by an individual with the appropriate permissions as soon as reasonably possible. All BWC recording files will be stored in accordance with [OP-040109](#) entitled "Control of Contraband and Physical Evidence."
 - b. All recordings of qualifying events will be maintained in accordance with applicable records retention laws and department policies.
 3. Deletion
 - a. Any recording made inadvertently or that has no investigative or administrative value may be deleted if it contains unauthorized footage (e.g., restroom break). If any such recording or digital file was uploaded to the evidence management system, then it may be placed in the accidental/personal category until deletion is approved by the Chief Administrator of Operations or designee.

- b. Individuals with deletion authority are designated by the Legal Division.

Q. Procedures for Titling, Identifying, and Categorizing into Evidence

When a supervisor determines that a recording(s) made after an activation is part of a qualifying event or has administrative or evidentiary value, they will enter an identification, title, categorization, and inmate ID for each recording associated with the event.

1. Identification

Facilities will use the ICON reportable incident number to identify the incident or event. All recordings associated with the same qualifying event will receive the same information.

2. Title

The title field is auto generated and will capture body camera type, date, time, and serial number.

3. Category

Supervisors will ensure the video is in the appropriate category of a qualifying event. Each video can be placed in multiple categories.

4. Inmate ID

Supervisors will use the Inmate ID field to list all incarcerated individuals involved in the incident using their DOC numbers.

R. Case Identification Number

A case can be created by any authorized group to a number of recordings in a single area. When creating a case, the same identification label as used in Section IV. Q. 1 of this procedure and all associated videos will be added to the case.

S. Sharing BWC Recordings with Attorneys and Other Law Enforcement Agencies

Recordings may be shared with prosecutors, during discovery proceedings, pursuant to a subpoena, or with law enforcement agencies for official law enforcement purposes. A complete chain-of-custody will be maintained, and all evidence shared will be encrypted.

V. References

Policy Statement P-040100 entitled "Security Standards for the Oklahoma Department of Corrections"

OP-040106 entitled "Purchase, Use, and Control of Firearms and Security Equipment"

OP-040109 entitled "Control of Contraband and Physical Evidence"

OP-040110 entitled "Search and Seizure Standards"

OP-040111 entitled "Transportation of Inmates"

OP-050108 entitled "Use of Force Standards and Reportable Incidents"

VI. Action

All facility/unit heads are responsible for developing local procedures, ensuring compliance with the procedure.

The Chief Administrator of Operations is responsible for compliance with this procedure.

The Chief of Operations is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the agency Director.

This procedure is effective as indicated.

Replaced: None. This is a new procedure.

Distribution: Policy and Operations Manual
Agency Website

Attachments

Title

Location

[Attachment A](#)

“Incident/Staff Report”

[OP-050109/ICON](#)